

CLASSIFICATION SPECIFICATION FOR: ASSISTANT TOWN MANAGER

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

Perform under the administrative direction of the Town Manager, assist in coordinate and drive the day-to-day operations of the Town, emphasis includes organizational development, including capacity building and training; support and develop strategic initiatives; lead and/or participate in teams handling special projects; develop methods to evaluate and measure organizational effectiveness; manage the agenda preparation process; broad range of other responsibilities to support the effective and efficient deliver of services to the community.

ESSENTIAL FUNCTIONS STATEMENTS Essential responsibilities and duties may include, but are not limited to, the following:

1. Serve as Acting Town Manager in the absence of the Town Manager
2. Supervises, assigns and evaluates the work of Town Manager's office staff.
3. Manages and provides administrative direction to MIS Manager, Finance Director.
4. Prepares reports and recommendations for Town Council review and action.
5. Negotiates and ensures compliance with the cable TV franchise agreement.
6. Attends Council meetings,
7. Manages the annual budget and assists the Town Manager in its implementation.
8. Projects revenues and expenditures.
9. Works with and provides assistance to Town Departments.
10. Coordinates special projects.
11. Maintains liaison with other local state and federal agencies.
12. Manages complex and diverse workload on a proactive and timely basis.
13. Develop effective work teams and empowering and energizing staff.
14. Convey opinions and recommendations and be reliable to give professional recommendation.
15. Encourage and facilitate consensus building prior to issues reaching the Town Council.

16. Develop methods to evaluate and measure organizational effectiveness.

17. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Bachelor's Degree in Public or Business Administration or closely related field.
- Minimum of eight years of senior level government experience.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of public and/or business administration, finance, information systems and personnel administration.
- Revenue and expenditure projection, financial planning and economic development.
- Debt financing.
- Statistical and research methodology.
- Local government administration.
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Ability to:

- Analyze, resolve problems and make recommendations.
- Select, train and motivate employees.
- Communicate effectively, both orally and in writing.
- Use tact and diplomacy in conveying opinions and recommendations.
- Assess community needs, elicit and use community feedback.
- Mentor and develop staff.
- Operate personal computers and applicable software.
- Establish and maintain effective working relationships with municipal officials, employees and the general public.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Master degree in Public Administration or Business Administration or related field
- Possession of a valid State of California Class C driver's license.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting for prolonged periods of time; repetitively use fingers and/or wrists while twisting or applying pressure; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Employee work indoors in a computerized office environment, in direct contact with other Town personnel and the public.

FLSA: Exempt

PROPERTY INTEREST:

This is a management, at-will position.

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